

TRAINING (DRAFT)

Approved For Release 2001/04/17 : CIA-RDP81-00728R000100130008-2

1 of 2

SECRET

Next 2 Page(s) In Document Exempt

CONFIDENTIAL

SECURITY INFORMATION

8 November 1951

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT: Proposed revision of CIA Regulation No. [] Training.

25X1A

25X1A

1. Attached is a proposed revision of CIA Regulation No. [], together with a memorandum from the Director of Training stating the purpose of this revision. Concurrences have been obtained from the Assistant Director (Personnel) and the Assistant Deputy (Inspection and Security).

2. Please note the Director of Training requests this Regulation be issued prior to 26 November 1951. Upon receipt of signed revision, this Office will expedite publication and distribution.

3. Recommend approval.



25X1A

Advisor for Management

CONFIDENTIAL

SECURITY INFORMATION

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

5 November 1951

MEMORANDUM

TO: Advisor for Management

FROM: Director of Training

SUBJECT: Proposed Revision of Central Intelligence Agency Regulation ☐ 25X1A

25X1A

1. Attached is a proposed Revision #1 of Central Intelligence Agency Regulation ☐

2. This change envisages presenting indoctrination of a very basic and simplified nature to all new employees as soon as they have received the Agency Security Briefing.

3. The proposal also opens the Orientation Course to all CIA employees, Grade GS-5 and above, and will be conducted regularly once each three months, thus enabling all offices of CIA to plan their meetings to tie in with the time of the Orientation Course.

4. This proposal has received wide support from the various offices in CIA. Because of the close relationship in conducting this function, we have received specifically the concurrences of the Director of Personnel and of the CIA Security Officer.

☐ 25X1A

MATTHEW BAIRD

CONCURRED:

25X1A

☐
F. TRUBEE DAVISON
Assistant Director, Personnel

25X1A

☐
SHEPHERD EDWARDS
Colonel, GSC
Security Officer, CIA

*Request this be
published so as to become
effective prior to 26 Nov. 51*

☐ 25X1

*agreed effective date
of 23rd Nov.*
J.A.

CONFIDENTIAL

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

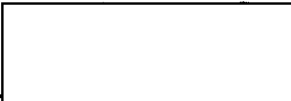
TRAINING

10 April 1951

1. ORIENTATION AND INDOCTRINATION OF CIA EMPLOYEES

- A. (1) Orientation and indoctrination courses will be conducted for the purpose of acquainting new employees with the organization, mission and functions of the Agency, and to give older employees authoritative information on recent changes in Agency organization.
- (2) The program will be developed and administered by the Director of Training.
- B. The course will be offered once every two months and will be of approximately two days duration.
- C. Attendance
- (1) Mandatory for all employees grade GS-5 and above who have joined the Agency since 1 October 1950. (With the exception of individuals who have previously attended and OPC and OSO employees, grades GS-5 and GS-6, who have attended the TRD Staff Indoctrination Course. Persons in the latter category may attend if nominated by their Assistant Director.)
- (2) Employees grade GS-4, entering on duty since 1 October 1950, may be nominated by Office heads provided the employee is on an assignment requiring general knowledge of Agency organization and operations, and has not previously attended.
- (3) Office heads may nominate personnel, grade GS-4 and above, employed prior to 1 October 1950. Selections from this category will be based on available facilities.
- (4) Requests for excusing personnel indicated in paragraph C (1), above, from attendance at subject course must be submitted by Office heads to the Director of Training with justification in each case.
- D. The schedule for each class, together with pertinent administrative details, will be published from time to time as CIA Notices.

25X1A


~~Deputy Director (Administration)~~

Effective: 10 April

- 1 -

CONFIDENTIAL

Executive Registry
2-6100

SECRET
Security Information

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Revision of CIA Regulation No. [] NON-CIA 25X1A
Training Under Public Law 110, and Proposed CIA
Regulation No. [] Requests for NON-CIA 25X1A
Training.

1. The revision of CIA Regulation No. [] and proposed 25X1A
Regulation No. [] were prepared and coordinated at the re- 25X1A
quest of the Director of Training.

2. Copies attached for your approval vary from the drafts
submitted for coordination in that comments suggested by various
Offices have been included. All changes have the concurrence of
the Director of Training.

3. A summary of comments is attached.

4. Recommend approval.



25X1A

W. L. PEEL
Chief, General Services

Attch:

SECRET
Security Information

SECRET
Security Information

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

21 February 1952

2. NON-CIA TRAINING FACILITIES UNDER PUBLIC LAW 110

- A. Public Law 110 (81st Congress, 1st Session) authorizes the training of CIA employees at Agency expense. Final approval for training under this authority will be given by the Director of Training after consideration of recommendations of Office heads and determination that such training will benefit the Agency through increasing employee capability and qualifications for performing *Present or* later assigned duties.
- B. Non-CIA Training Facilities will include:
- (1) Domestic and foreign public and private institutions.
 - (2) Trade, labor, agricultural and scientific associations.
 - (3) Appropriate programs under Government activities.
 - (4) Appropriate programs under commercial activities.
- C. Eligible employees include:
- (1) Staff employees.
 - (2) Staff agents.
 - (3) Individuals employed specifically for further training prior to assignment as a staff employee or staff agent.
- D. The Director of Training will determine the standards to be met by the institutions and activities selected for Agency use and may, in his discretion, terminate the use of such institutions or any of their facilities for failure to satisfy these prescribed standards. The Director of Training will determine the achievement standards for students detailed to such institutions and activities. He may, after consultation with the appropriate Assistant Director or other Office head concerned, terminate the training of individual students for failure to satisfy the required achievement standards. Office heads are encouraged to recommend to the Director of Training institutions they deem of particular usefulness.

- 1 -

SECRET
Security Information

SECRET
Security Information

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

E. The Director of Training is authorized to:

- (1) Approve requests for training of individuals, subject to concurrence of the Assistant Deputy (Inspection and Security).
- (2) Designate and arrange for facilities for training.
- (3) Approve the payment of tuition, registration, and laboratory fees, and any other expenses directly related to the approved training.
- (4) Approve any essential support service, other than funds, to individuals or to institutions providing approved training.
- (5) Arrange for entry of students in institutions providing approved training facilities.
- (6) Provide for the evaluation of the achievement of each trainee.
- (7) Approve training, at non-CIA facilities, that is not otherwise authorized in this Regulation or in ☐ of Confidential Funds Regulations.

25X1A

F. Office heads recommending training for their employees are responsible for:

- (1) Assuring that nominees are appointed by selected criteria in conformance with Agency standards.
- (2) Determining that the training requested is pointed toward the Office objectives.
- (3) Making provision for payment of the employee's regular salary and any per diem and travel expenses.
- (4) Providing general administrative facilities for the employee during the entire period of absence for training. These services include but are not limited to:
 - (a) Arranging for any leave desired by employee during this period.

- 2 -

SECRET
Security Information

SECRET
Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

- (b) Approving advance of funds, if appropriate, provided the request for training has the written approval of the Director of Training.
- (c) Initiating vouchers (Standard Form 1034 or other appropriate form) for reimbursement for approved expenditures for training at non-CIA training facilities.
- (5) Submitting annual estimates of requirements for training under this authority to the Director of Training for inclusion in the budget estimate of his Office as required by the Comptroller.

For The Director of Central Intelligence:

25X1A

25X1A

Deputy

Director of Central Intelligence

(Administration)

Effective:

Rescind:

Pages 1-2 of
16 April 1951

- 3 -

SECRET
Security Information

SECRET
Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

25-2. REQUESTS FOR NON-CIA TRAINING.

- A. (1) Requests for training of eligible individuals at a non-CIA training facility must be in writing. Five copies will be prepared and addressed as a memorandum from the appropriate Office head to the Director of Training via the Assistant Deputy (Inspection and Security).
- (2) Each request shall contain the following information by paragraphs as follows:
- (a) Name and grade of the employee.
 - (b) Name and location of the training facility.
 - (c) Title(s) of course(s) to be taken.
 - (d) Inclusive dates of course(s).
 - (e) Cost of tuition, registration, and laboratory fees.
 - (f) Justification of the proposed training.
 - (g) Statement that it is the present intention of the employee to make a career of employment with CIA.
 - (h) Particular security provisions to be applied to this employee and/or request.
- (3) Prior to submission of a written request, the originating Office should consult the Office of Training to obtain information required in A.(2), (b), (c), (d), and (e) above.
- B. Approval and Disposition of Copies of Requests.
- (1) The original and four signed copies will be addressed as indicated in A.(1), above.
 - (2) The Assistant Deputy (Inspection and Security) will, if he approves, indicate approval on all copies, retain two carbons, and forward the original and two carbons to the Director of Training.

- 1 -

SECRET
Security Information

SECRET
Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

- (3) The Director of Training will, if he approves, indicate approval on each copy received and forward the original to the Finance Office for obligation of funds; return one carbon to the originating Office; and retain one copy.
 - (4) In the event a request for training is disapproved, the Office head concerned shall be notified by the Assistant Deputy (Inspection and Security) or the Director of Training, whichever is appropriate, stating in writing the reasons for the disapproval.
- C. Vouchers (Standard Form No. 1034 or other appropriate form) for approved expenditures for training at non-CIA training facilities shall be presented to the Finance Office for payment.

For the Director of Central Intelligence

[Redacted Signature]

25X1A

Deputy Director Effective:
(Administration)

- 2 -

SECRET
Security Information

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management
FROM : Director of Training
SUBJECT: Amendment of CIA Regulations

DATE: 17 December 1951

*Published
4 Jan 1952.*

1. Attached herewith are drafts of two proposed changes in Agency regulations regarding training. One is an amendment of Regulation Number [] which has been coordinated with the Policy Control Staff of I&SO. The other proposed regulation, Number [] would be an additional Agency regulation and would be in lieu of CIA Notice Number []

25X1A

25X1A

25X1A

2. It is requested that you effect necessary action including additional coordination regarding these two regulations.

3. Please note that CIA Notice Number [] may be cancelled and need not be reissued in 1952 either as a notice or as an Agency regulation.

25X1A

25X1A

[]
MATTHEW BAIRD

DEC 18 1951

Next 5 Page(s) In Document Exempt

Office Memorandum~~SECRET~~

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130008-2

UNITED STATES

TO : Acting Chief, Organization & Methods Service DATE: 23 January 1952 25X1A

FROM : Assistant Director/Personnel

SUBJECT: Proposed CIA Regulations No. [REDACTED], Non-CIA Training 25X1A
under Public Law 110

1. This Office concurs in the issuance of proposed CIA
Regulations No. [REDACTED] These materials are returned 25X1A
herewith. 25X1A

[REDACTED]

F. TRUBEE DAVISON

~~SECRET~~

JAN 24 1952

Next 10 Page(s) In Document Exempt

RESTRICTED

FEB 1 1952

MEMORANDUM FOR: ACTING CHIEF, ORGANIZATION AND
METHODS SERVICE

SUBJECT: Proposed CIA Regulations No. [] and 25X1A
[], Non-CIA Training under Public 25X1A
Law 110.

REFERENCE: Memorandum for ADPC from [] 25X1A
[], dated 14 Jan 52, same subject 25X1A

This Office concurs in the proposed CIA Regu-
lations No. [] 25X1A

[] 25X1A

Acting Assistant Director
for Policy Coordination

RESTRICTED

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Organization & Methods Service DATE: 24 January 1952

FROM : Director of Training

SUBJECT: Proposed CIA Regulations Nos. [REDACTED] 25X1A
Non-CIA Training under Public Law 110

REFERENCE : Your Memorandum of 14 January 1952, Same Subject

25X1A

1. This office recommends that proposed Regulation No. [REDACTED] amended by inserting between sub-paragraphs (4) and (5) of paragraph "E" the following:

"Initiation of vouchers (Standard Form 10-34)
for reimbursement for approved expenditures
for instruction at non-CIA training facilities."

2. With the exception noted above, I concur with the
14 January 1952 drafts of the proposed CIA Regulations Nos.

25X1A

[REDACTED]

[REDACTED]

MATTHEW BAIRD

25X1A

*OK. Cleared
with Comptroller
for signature by
the phone.*

SECRET

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100130008-2

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: 26 January 1952

FROM : Office of General Counsel

SUBJECT: Proposed CIA Regulations Nos. [REDACTED], Non-CIA Training 25X1A
under Public Law 110

1. Referring to your memorandum of 14 January 1952 requesting concurrences or comments on the proposed revision of the above regulations, I concur generally in this revision but would like to make the following comments.

2. Certain CIA personnel to whom the Agency might wish to give non-CIA training will not be covered by the regulations. Thus paragraph A of proposed CIA Regulation No. [REDACTED] establishes the standard of whether the instruction "will benefit the Agency through increasing employee capability and qualifications of performing later assigned duties". Under paragraph C of proposed CIA Regulation No. [REDACTED] eligible employees are limited to staff employees, staff agents and those employed for further instruction prior to assignment as such. Section 10.1 of the Confidential Funds Regulations authorizes special schooling for personnel stationed abroad where cover or other essential operational requirements warrant such schooling. 25X1A

25X1A 3. The two regulations would appear to be designed to cover the United States under [REDACTED] and abroad under [REDACTED]. However, the particular wording of the two is somewhat different and results in apparent gaps of authority. Thus there will be no authority in the regulations to give non-CIA training in the United States to the following: 25X1A

- [REDACTED] →
- a. any CIA personnel for cover purposes.
 - b. any contract employee, contract agent or career agent for any purpose

2. Policy? You may deem it desirable that all matters of training in non-CIA facilities be included in the regulations. This could be done by a general statement authorizing the Director of Training to approve training at non-CIA facilities not otherwise authorized in [REDACTED] of the CFR's. 25X1A

25X1A
25X1A

4. Proposed CIA Regulation No. [REDACTED] paragraphs A (2), (h), and (i) indicate that an employee who accepts non-CIA training has an obligation to repay the Agency by continued service after such training. However, the nature of such obligation is not spelled out. This may result in unequal standards of obligations, including a mere indication of a moral obligation. The comment in this paragraph is offered as a suggestion for your consideration.

OGC/JFBM:imm/JSW:aia
Distribution:

Orig. - Addressee
2 - OGC

SECRET

SECURITY INFORMATION

[REDACTED] 25X1A
JOHN S. WARNER
Assistant General Counsel

~~SECRET~~~~SECURITY INFORMATION~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Organization & Methods Service

DATE:

OK

FROM : Assistant Director for Research and Reports

SUBJECT: Proposed CIA Regulations No. []
Non-CIA Training under Public Law 110

25X1A

1. The following modifications are suggested for proposed CIA Regulation []

25X1A

Paragraph A: Final authorization for appointing trainees is properly located with the Director of Training, however, in the last sentence of the paragraph reading, "qualifications for performing later assigned duties," it is felt that the term "later" should be struck out.

Paragraph D: It is suggested that the second sentence be changed by substituting, for the words "He may - - - terminate", the following: "Office heads may recommend to the Director of Training institutions of particular usefulness to them. The Director of Training may, after consultation with the Assistant Director concerned, terminate" - - - -"

Paragraph D. (1): Should be changed to read, "Approve requests for instruction of individuals processed in accordance with Agency Regulation []"

25X1A

Paragraph E: It is suggested that the opening sentence of this paragraph should be changed to read, "Office Heads recommending instruction for their employees are responsible for: (1) Assuring that nominees are appointed by selected criteria in line with Agency standards; (2) Determining that the instruction requested is pointed toward the office objectives." The remainder of the paragraphs should be renumbered accordingly.

Paragraph E. (2), renumbered E (4): The second sentence, "These services include:" is not clear. If the following sentences, (a) and (b), constitute

~~SECRET~~

~~SECRET~~

-2-

SECURITY INFORMATION

all the services in question, the word "include" should be changed to "are". If other services are implied but not stated, the sentence should read, "These services include, but are not limited to:"

Paragraph E (5), renumbered E (7) should be changed to read, "Submitting annual estimates of requirements for instruction under this authority to the Director of Training for inclusion in the budget estimate of that office as required by the Comptroller."

2. This Office has no suggestions on proposed Regulation and approves it as submitted.

25X1A

FOR THE ASSISTANT DIRECTOR:

25X1A

Deputy Assistant Director (Acting)

25X1A

S/Ad/ORR: /eat

Distribution:

- Orig and 1 - Addressee
- 2 - OAD/ORR
- 2 - S/Ad/ORR

SECRET

SECRET**SECURITY INFORMATION**

JAN 30 1952

MEMORANDUM FOR: Acting Chief, Organization and Methods Service

SUBJECT: Proposed CIA Regs. [] Non-CIA
Training Under Public Law 110

25X1A

1. With reference to your memorandum of 14 January 1952, the requested comments and suggestions of the Office of Special Operations concerning the proposed CIA Regulations are stated herewith as follows:

Re CIA Regulation []

25X1A

Para. D: The second sentence should be qualified by adding "following consultation with the head of the sponsoring office."

Re CIA Regulation []

25X1A

Para. B (4): Add "in writing stating the reasons for the disapproval."

2. With the exceptions indicated by above comments, the Office of Special Operations concurs in the proposed revision of the Regulations.

[]

25X1A

RICHARD HELMS
Acting Assistant Director
Special Operations

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
Attn : Acting Chief, Organization & Methods Service
FROM : Assistant Director of Communications

DATE: 12 1 1962

SUBJECT: Proposed CIA Regulations No. [REDACTED]
Non-CIA Training Under Public Law 110

25X1A

1. This office concurs in proposed regulations with the understanding that these regulations will not preclude the present flexibility enjoyed by the Office of Communications in utilizing facilities of certain commercial firms and government agencies which provide services in specific communications subjects. These services may be:

a. Training at no cost to the government in equipments used by this Agency.

b. Special briefings or short familiarization courses on equipment being manufactured for the Office of Communications.

c. Formal courses of instruction provided under the direction of the Office of the Chief Signal Officer.

2. It appears desirable that the Office of Communications would establish training standards and prescribe evaluating policies applicable to Communications personnel enrolled in technical communications subjects.

[REDACTED] 25X1A

SECRET

~~SECRET~~
SECURITY INFORMATION

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: JAN 24 1952

FROM : Security Officer, CIA

SUBJECT: Proposed CIA Regulations No. [] non-CIA Training 25X1A
under Public Law No. 110

REFERENCE: Memorandum dated 14 January 1952 to Assistant Deputy (Inspection and Security) from Acting Chief, Organization & Methods Service and attachment, Subject as above

1. In response to Reference, it is recommended that the proposed policy Regulation [] be amended to coincide with the procedure set out in CIA Regulation No. [] as follows:

25X1A

25X1A

25X1A

[] Approve requests for instruction of individuals with the concurrence of the Assistant Deputy (Inspection and Security).

2. It is further recommended that "The Chief, Policy Control Staff" be omitted from proposed CIA Regulation No. []. 25X1A

3. In addition, it would be a time-saving factor in this Office if proposed CIA Regulation No. [] were amended to provide 25X1A
two carbon copies of each request for the retention of I&S.

[] 25X1A

STEVENS EDWARDS
Colonel, GSC

~~SECRET~~

SECRET

SECURITY INFORMATION

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Organization and Methods Service

DATE: JAN 28 1952

FROM : Assistant Director for Scientific Intelligence

SUBJECT: Proposed CIA Regs. No. [] Non-CIA Training
under Public Law 110.

25X1A

REFERENCE: Your memorandum, subject as above, dated 14 January 1952

25X1A

1. Suggested changes to proposed CIA Regulations, No. [] and 25X1A
[], have been noted on the attachments. Should you desire
further discussion of these suggested changes, please call Lt. Col.

25X1A

[], extension []

2. As changed, this Office concurs in the proposed regulations.

3. The Working Group on Extension Training of the Career Service Committee has done a considerable amount of work on the subject of Non-CIA training and their recommendations represent inter-office coordination. Therefore, it is believed that the proposed regulations might well benefit from the work done by this Group.

[]

25X1A

H. MARSHALL CHADWELL

Attach: 2

CIA Reg. []

CIA Reg. []

25X1A

SECRET

Next 7 Page(s) In Document Exempt

SECRET

Office Memorandum • UNITED STATES GOVERNMENT

SECURITY INFORMATION

TO : Acting Chief, Organization & Methods Service

DATE: 28 JAN 1952

FROM : Deputy Assistant Director for Operations

SUBJECT: Proposed CIA Regulations Nos. [REDACTED], Non-CIA Training 25X1A
Under Public Law 110

REF. : Your memorandum dated 14 January 1952, subject as above.

1. This Office concurs with the drafts of subject proposed CIA Regulations attached to reference memorandum. However, one suggestion is offered below for your consideration.

25X1A

2. It is suggested that consideration be given to adoption of a form which would incorporate the items in paragraph A. (2) of proposed Regulation [REDACTED]. Adequate space should be provided for detailed justification of the proposed training (Paragraph A. (2) (g)). There should be spaces for necessary approvals. It is believed that use of such a form should be permitted but not required.

[REDACTED] 25X1A

SECRET

Next 2 Page(s) In Document Exempt

SECRET

25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

16 April 1951

2. NON-CIA TRAINING FACILITIES UNDER PUBLIC LAW 110

A. Non-CIA Training Facilities will include:

- (1) Domestic and foreign public and private institutions.
- (2) Trade, labor, agricultural and scientific associations.
- (3) Appropriate programs under Government activities.
- (4) Appropriate programs under commercial activities.

B. Eligible employees include:

- (1) All departmental employees.
- (2) Staff agents.
- (3) Individuals employed specifically for further education or training prior to placement in a departmental or staff agent position.

C. Selection of individuals for instruction under this authority will be made by the Director of Training after consideration of recommendations of Office heads and determination that instruction will benefit the Agency through increasing employee capability and qualifications for performing later assigned duties.

D. The Director of Training is authorized to:

- (1) Approve recommendations for instruction of individuals.
- (2) Designate and arrange for facilities for instruction.
- (3) Approve the payment of tuition and directly related expenses for instruction purposes to include when reasonable and necessary:
 - (a) Cost of living allowance.
 - (b) Travel
 - (c) Advances to individuals when appropriate.
- (4) Approve any essential support service, other than funds, to individuals or to institutions providing approved instruction.
- (5) Make all arrangements for entry of students with institutions providing approved instruction facilities.

-1-

APR 20 1951

SECRET

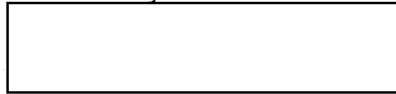
25X1A

CENTRAL INTELLIGENCE AGENCY REGULATION

16 April 1951

- (6) Provide for agreements with employees selected to receive instruction to ensure a reasonable term of service with the Agency after completion of instruction. Such agreements will be coordinated with the General Counsel and Personnel Director.
- E. The Director of Training will determine the standards to be met by instruction facilities selected for Agency use and achievement standards for students detailed to such facilities by the Agency. He may, in his discretion, terminate the use of facilities and the instruction of individual students for failure to meet prescribed standards.
- F. Recommendations for instruction of eligible individuals at non-CIA training facilities will be submitted to the Director of Training by Office heads and should include:
- (1) Name and location of school or other facility desired.
 - (2) Description of course desired.
 - (3) Period of instruction desired.
 - (4) Statement of necessity for instruction recommended.
- G. Estimates of requirements for instruction under this authority will be submitted by each Office head to the Director of Training by 15 May annually for the fiscal year beginning on 1 July the following year. Estimates for fiscal years 1952 and 1953 separately should be submitted by 15 May 1951.

25X1A

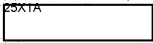


25X1A

Director of Central
IntelligenceEffective: 16 April 1951
Rescind: Page 1 of
1 April 1951

-2-

SECRET



TRAINING (DRAFT)

Approved for Release 2009/04/17 : CIA-RDP81-00728R000100130006-2

2 of 2

SECRET

SECRET

13 March 1951

MEMORANDUM TO MR. HOUSTON

FROM: Mr. Kelley

25X1A

25X1A

1. Reference is made to memorandum of 3 March 1951 from Colonel Baird to DD/A forwarding therewith revision to AI No. and Paragraph 10.1 of the CFRs.

2. I foresee no difficulty under either of these revisions, but feel some comment is appropriate in connection with Paragraph 7 of the proposed revision to AI No. and Paragraph 10.1b of the revision to Paragraph 10.1 of the CFRs.

3. Paragraph 7 refers to agreements between the Agency and employees given such education and training so as to ensure a reasonable period of service upon completion of schooling. The propriety of such assurance cannot be challenged, however its enforcement may possibly present some difficulty. It would be impossible to impose any services upon an unwilling employee, which suggests a liquidated amount, perhaps the cost of the schooling, as the measure of damages in the event of breach. This would equate to a debt due and owing to the Government which upon default would be immediately due and payable.

4. Proposed revision to 10.1b carries the following language:

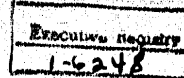
"Such approval may include tuition and related educational expenses, and any additional living, travel, or similar expenses resulting from such schooling."

I believe the above quoted sentence may be too broad and therefore present some difficulty to our certifying people. I would suggest, therefore, the following sentence:

"Such approval may include tuition and educational expenses and any reasonable or necessary living, traveling, or other expenses incurred in connection with such schooling and incident to the purpose of the Government."

In the above sentence the expense qualifies as a government expense upon it being reasonable and necessary and incident to a government purpose. I believe this should be the standard. Sweeping standards sometimes have the unhappy faculty of covering items of a personal or semi-personal nature.

SECRET



Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director for Administration
FROM : Director of Training
SUBJECT: Education

DATE: 3 March 1951

Reference : Your Memorandum, dated 16 February 1951, Same Subject

1. Forwarded herewith are drafts of our recommendations for revision of Administrative Instruction No. [] and Paragraph 10.1 of the Confidential Funds Regulations. 25X1A

2. Please note that these revisions have been prepared under the assumption that no statutory limitations contrary to the intent of these regulations exist or if such limitations do exist that appropriate steps shall be taken by the Agency to recommend legislation eliminating the limitations.

3. Upon approval of these revisions and after determination of program needs, appropriate projects will be prepared for presentation to the Project Review Committee.

[]

25X1A

MATTHEW BAIRD

Encl.

Revision of Admin. Instruction No. []
Revision of Paragraph 10.1, Confidential Funds Regulation

25X1A

SECRET

SECRETREVISION OF ADMINISTRATIVE INSTRUCTION NO.

25X1A

SUBJECT: Assignment to Non-CIA Training Facilities

1. Public Law 110, 81st Congress, authorizes the Director to assign or detail employees to non-CIA training facilities for special instruction, research or training.

2. Non-CIA training facility is defined to include domestic or foreign, public or private institutions, trade, labor, agricultural or scientific associations, and courses or training programs under the Department of Defense or commercial firms.

3. Employees is defined to include departmental employees paid from vouchered or unvouchered funds, and staff agents. Included in departmental employees are individuals who have been employed for the purpose of giving them further education or training prior to the assumption of regular full-time positions under any of the categories listed above.

4. Schooling under the authority of Public Law 110 and this Administrative Instruction may embrace any subject, course, curriculum, craft, or skill which, in the judgment of the recommending officer and the Director of Training will eventually benefit the Agency by making the employee better qualified for his present position or qualified for different or greater responsibility.

5. The Director of Training is authorized to approve such schooling or training in accordance with the demands of the Agency training program or upon recommendation or request of appropriate Assistant Directors or Office chiefs. Approval of such schooling shall include approval of payment of tuition and directly related educational expense, additional living or travel expenses growing out of such assignment or detail, and, where necessary or appropriate, the furnishing of services or support other than money to the individual or to the institution providing the training. The payment of tuition and directly related educational expense may be by reimbursement or advance to the individual or by direct payment to the institution providing the training. Where necessary for reasons of security advance will be made to the employee in order not to reveal Agency interest in the individual or the training or schooling being given.

6. It shall be the further responsibility of the Director of Training to arrange administratively for the assignment or detail to the school or institution upon approving the request of an operating official. The request or recommendation for assignment or detail to a non-CIA training facility shall include the name of the school, the course or courses, inclusive dates, location of the school, justification for such

SECRET

SECRET

schooling for the individual or groups of employees concerned and any special considerations necessary for determining the appropriateness of such schooling or for accomplishing the detail or assignment.

7. The Director of Training and the Director of Personnel, with the advice and assistance of the General Counsel, are directed to provide for agreements between the Agency and employees given such education or training to ensure a reasonable term of service from the employee after the completion of such schooling.

8. The Director of Training is further authorized, where he has determined necessary schooling is otherwise unavailable, to provide, under such cover as security considerations may require, the needed training either by support of an outside agency or by the establishment of appropriate school or schools to be operated by the Agency itself.

9. Salary costs of employees being given schooling under these provisions will be borne by the Office or Staff recommending or requesting such schooling. All other expenses will be charged against the Office of Training. Each Assistant Director and Office Chief who anticipates requesting training under these instructions is directed to forward estimates for schooling annually in advance to the Director of Training for inclusion in his budget requests. The first annual estimate will be completed and forwarded to the Director of Training not later than 15 May 1951.

10. The Director of Training will approve schooling only in those institutions which he has determined maintain appropriate standards of such staff, plant, facilities and instruction and will terminate the program at any institution which fails to so maintain its standards. He will also determine achievement standards for employees being given schooling under these provisions and will at his discretion terminate such schooling for failure to maintain the required rate of achievement. He will also terminate, alter or amend programs of schooling as required by Agency needs or interests.

SECRET

SECRET

REVISION OF PARAGRAPH 10.1, CONFIDENTIAL FUNDS REGULATIONS

10.1 Educational Expenses

a. The Director of Training is authorized to approve education or training of Agency employees at non-CIA facilities, in accordance with the demands of the Agency training program or upon the specific request of appropriate Assistant Directors or office chiefs. Such schooling may be at any foreign or domestic, public or private institution, trade, labor, agricultural or scientific association, or any course or training program under the Department of Defense or commercial firm. Such schooling may be in any subject, course, curriculum, craft, or skill which will eventually benefit the Agency. Such schooling will be approved under these regulations only when circumstances preclude the use of similar authorities elsewhere granted.

b. Requests or recommendations by Assistant Directors of covert Offices for such schooling for any employee, including staff agents, must be approved by the Director of Training. Such approval may include tuition and related educational expenses, and any additional living, travel, or similar expenses resulting from such schooling. Such approval will include any special method of payment or reimbursement required by the security considerations of the individual case. Any requests or recommendations for approval for such schooling must give sufficient information, including the name of the employee, the name of the school, the subject course, or curriculum, the inclusive dates, and estimate of costs, recommended method of payment, justification for the schooling and for the use of this authority, and any special considerations, for determination of necessity.

c. The Director of Training will arrange or approve administrative arrangements for such schooling and will insure that satisfactory agreements exist between employees and the Agency to insure a reasonable term of service subsequent to such schooling.

d. Schooling in foreign institutions, which is solely for the purpose of operational cover, will not require the approval of the Director of Training.

e. Salary costs of employees being given schooling under these provisions will be borne by the Office or Staff recommending or requesting such schooling. All other expenses will be charged against the Office of Training. Each Assistant Director and Office Chief who anticipates requesting training under these instructions is directed to forward estimates for schooling annually in advance to the Director of Training for inclusion in his budget requests. The first annual estimate will be completed and forwarded to the Director of Training not later than 15 May 1951.

SECRET

General Counsel

23 February 1951

Director of Training

Tuition and Related Payments Under Section 4, Public Law 110

1. Reference is made to the discussion Mr. [] had with you on the limiting aspects of the word "special" in Section 4 (a), of Public Law 110. I understand that there is some question about our authority to spend money for certain educational programs which we propose to inaugurate as part of the over-all career development program for CIA. In order that you may have grounds for necessary discussions with the Comptroller General, I am outlining below three of several programs which we propose, these three being those which probably are at greatest variance with the original intent of Section 4, Public Law 110. 25X1A

2. For the moment we will call the first program the pre-graduation college program. This program contemplates the recruitment, selection, and assessment of a limited number of high potential college students at sophomore level. Such students would be made employees of the Agency at a nominal salary figure, and would be asked to follow a curriculum of our determination which would better prepare them for employment in CIA than any other. Our guidance of their college program might include as much as a change of school, selection of extracurricular activities or perhaps even summer vacation activities. Such a program would involve payment of tuition and related educational expenses, and in addition to the nominal salary, the payment of such extra living, travel, and related expenses as result from participation in the program. Manpower and other limitations allowing, we would expect this program to include approximately 100 per year. The third year, however, would not mean a total of 300 enrolled in the program in that some attrition must be expected. Any discussion of such a program should recognize that a large number of the students enrolled probably would be lost to the Agency for reasons of academic failure, or at least failure in the sense that they would not meet our high standards, or for the other numerous and obvious personal and public reasons which would apply with any such group. The Agency, therefore, would not, in a double-entry sense, be getting full return for its investment.

3. The second program which should be considered in an exploration of our powers under Section 4, P. L. 110, we might call post-graduate study for the new recruit. This program assumes that many college graduates would be of great potential value to the Agency but for reasons of failure to follow the peculiar curriculum which would prepare them specifically for employment in the Agency would require some post-graduate study to complete their preparation. Such recruits would be employed as

regular employees upon graduation from college but then would be given post-graduate training in a civilian institution, probably for a year or perhaps even longer, and would draw a regular salary from the Agency. However, the fact that the Agency required them to attend school would necessarily mean that the Agency would have to assume tuition and related educational expenses and further that if additional living and travel expenses grow out of their participation in such a program, the Agency would have to assume that expense also.

4. A third program which should be considered is in many respects similar to the two described above, and might be called a full-time college program for old employees. Here the questions would be practically identical with the program discussed last above except that the participant would be an employee of the Agency who had been selected and sent to a civilian educational institution as a result of the career management program within the Agency. The same kinds of things would have to be paid for by us.

5. Although other aspects of the college training phase of the career program might also be questioned under the present interpretation of Section 4 of P. L. 110, we believe that any action taken to allow the three programs discussed above would blanket in any others we might propose. We have been requested to prepare our recommendations for revision of Paragraph 10.1 of the Confidential Funds Regulations and Administrative Instruction [redacted], but will delay our drafting of such recommendations until receipt of your reply to our general question raised in this memorandum. Your assistance and guidance in the general and specific problems of this uncommon but very important training program will be appreciated.

25X1A

MATTHEW BAIRD

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

3. ATTENDANCE AT LECTURES OF SERVICE SCHOOLS IN THE WASHINGTON AREA.

- A. Limited numbers of CIA Personnel may be authorized to attend lectures at Service Schools in the Washington area. Service schools and individual qualifications required for attendance at each school are listed below:

	CLEARANCE	QUALIFICATIONS REQUIRED		SEX
		MINIMUM GRADE	MINIMUM ACTIVE DUTY MILITARY RANK	
National War College	TOP SECRET	GS-13	Lt. Colonel - Commander	Male Only
Industrial College of Armed Forces	TOP SECRET	GS-13	Lt. Colonel - Commander	Either
Strategic Intelligence School	TOP SECRET	GS- 7	Captain (USA, USAF) - Lieut. (USN)	Either

- B. The Director of Training is responsible for:

- (1) Maintaining a roster of personnel authorized to attend such lectures.
- (2) Administering the arrangements for lecture attendance.
- (3) Appropriate liaison with the Service Schools.

- C. Office heads, or their designees, desiring that any of their employees be included in the roster of those authorized to attend such lectures, shall submit a written request to the Director of Training, such request to contain the following information for each employee:

- (1) Name
- (2) Current grade, or military rank if on active duty.
- (3) Current security clearance.
- (4) Sex
- (5) Designation of school whose lectures the employee is to be authorized to attend.

-1-

RESTRICTED
Security Information

RESTRICTED
Security Information

CENTRAL INTELLIGENCE AGENCY REGULATION

[REDACTED] 25X1A

- D. The number of authorized personnel who may be scheduled to attend a specific lecture is limited by assigned Agency quotas. Requests for attendance at specific lectures should be telephoned by the requesting Office to the General Registrar, Office of Training [REDACTED] not later than 1100 hours of the workday preceding the lecture. The Director of Training, or his designee, will allocate Agency quotas among requesting Offices. 25X1

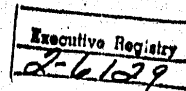
[REDACTED] 25X1A

Deputy Director Effective:
(Administration)

-2-

RESTRICTED
Security Information

Next 1 Page(s) In Document Exempt



25X1A

20 February 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Proposed CIA Regulations Numbers [redacted]
Attendance of CIA Officers as Students at Department
of Defense Colleges and Schools.

25X1A

1. The attached regulations were requested by the Director of Training and are a follow-up on CIA Notice No. [redacted] regarding the assignment of CIA officers as students in Department of Defense colleges and schools.

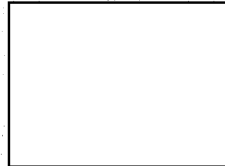
25X1A

2. Coordination has been effected with the Assistant Director (Personnel) and the Executive Secretary, Career Services Committee.

3. The table to be attached as paragraph C. in proposed Regulation No. [redacted] will be published as an attachment. The table can be printed on one page and folded to fit in the CIA Manual.

25X1A

4. Recommend approval.



25X1A

W. L. PEEL
Chief, General Services

Attchs

PS- This Regulation was actually drafted in the Director of Training's Office. Likewise Attachment "C" was also prepared in that Office.

CONFIDENTIAL
SECURITY INFORMATION

8 February 1952

MEMORANDUM TO: Assistant Director (Personnel)
FROM : Executive Secretary, Career Service Committee
SUBJECT : Proposed Agency regulations regarding Department of
Defense schools

1. It is quite true that the proposed regulations do not fit exactly the proposed machinery for the Career Service Program. It is recommended that they be issued, however, as presently drawn for the following reasons:

- a. The regulations as well as the concept of the Selection Boards as stated have already been approved by the DCI in principle.
- b. It is important to have the regulations issued in order to meet deadlines that are being imposed outside of the Agency and not under its control.
- c. When the Career Service Program machinery has been approved and established, it will be very easy to modify the proposed regulations so that they can fit within the frame of reference of the Career Service Program.

25X1A d. CIA Notice [] dated 4 February 1952, signed by General Smith, has already been circulated on this subject and the proposed regulations are necessary as follow up.

2. The above has been coordinated with the Deputy Director of Training (G), and Chief, Plans and Research Staff, Office of Training.

cc: []

[] 25X1A

25X1A

CONFIDENTIAL

CONFIDENTIAL
SECURITY INFORMATION

8 February 1952

MEMORANDUM TO: Assistant Director (Personnel)
FROM : Executive Secretary, Career Service Committee
SUBJECT : Proposed Agency regulations regarding Department of
Defense schools

1. It is quite true that the proposed regulations do not fit exactly the proposed machinery for the Career Service Program. It is recommended that they be issued, however, as presently drawn for the following reasons:

- a. The regulations as well as the concept of the Selection Boards as stated have already been approved by the DCI in principle.
- b. It is important to have the regulations issued in order to meet deadlines that are being imposed outside of the Agency and not under its control.
- c. When the Career Service Program machinery has been approved and established, it will be very easy to modify the proposed regulations so that they can fit within the frame of reference of the Career Service Program.
- d. CIA Notice [] dated 4 February 1952, signed by General Smith, has already been circulated on this subject and the proposed regulations are necessary as follow up.

25X1A

2. The above has been coordinated with the Deputy Director of Training (G), and Chief, Plans and Research Staff, Office of Training.

25X1A

25X1A

cc: []

CONFIDENTIAL



CONFIDENTIAL
Security Information

AR-0-2146
Executive Registry
3-1915

 25X1A



18 August 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed CIA Regulation No. , Briefing of
Service Attaches and Cancellation of CIA Regula-
tion No. 

25X1A

25X1A

1. There is attached hereto proposed CIA Regulation No.  Briefing of Service Attaches, which places the briefing responsibility with the Director of Training and cancels CIA Regulation No.  which states that the Assistant Director for Operations is responsible for the Agency briefing requirements.

25X1A

25X1A

2. This regulation was written by the Director of Training pursuant to memorandum of 29 May 1952 from the Assistant Director for Intelligence Coordination to the Deputy Director (Administration).


3. The final draft bears the personal initials of the Director of Training and the Assistant Director for Intelligence Coordination. Inasmuch as the memorandum of 29 May was approved by the Deputy Director (Intelligence), Deputy Director (Plans) and Director of Training, no further coordination has been effected.

4. Recommend approval.

 25X1A

W. L. PEEL
Chief, O & M Service

1 Atch.

Proposed CIA Reg. No. 

25X1A

CONFIDENTIAL
Security Information

AUG 27 1952

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

5. BRIEFING OF SERVICE ATTACHES

A. Policy

The Central Intelligence Agency shall brief all outgoing Service Attaches, unless the Service Department concerned considers that their assignments are of a purely administrative nature.

B. Responsibilities

- (1) The Director of Training shall be responsible for:
 - (a) Ascertaining and meeting Agency briefing requirements.
 - (b) Arranging for, conducting, administering and coordinating, as appropriate, Agency briefings.
 - (c) Maintaining liaison with the Service Departments.
 - (d) Arranging special briefings when necessary.
- (2) All Offices of the Agency shall assist the Director of Training in carrying out the responsibilities assigned to him under this Regulation.

C. Place of Briefings

Insofar as possible, the facilities of the Strategic Intelligence School and the Naval Intelligence School shall be utilized for Agency briefings.

D. Exception

This Regulation does not apply to or affect the briefing arrangements of Offices under the Deputy Director (Plans).

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[Redacted Signature]

Deputy Director Effective:
(Administration) Rescind : Page 1 of [Redacted]
1 April 1951

25X1A

25X1A

-1-

CONFIDENTIAL
Security Information

SECRET

Security Information

Executive Registry

2-9589

29 May 1952

MEMORANDUM FOR: Deputy Director (Administration)

THROUGH: Deputy Director (Intelligence)
Deputy Director (Plans)
Director of Training

SUBJECT: Regulation Regarding the Briefing of
Outgoing Military Attaches

PROBLEM:

1. To place the responsibility for the briefing of outgoing military attaches and provide general guidance for CIA relations with the Services in this connection.

BACKGROUND:

2. Responsibility for arranging for the briefing of outgoing military attaches was located up until 1951 in the Office of Operations and then was transferred by action of the Director's Office to the present Agency Presentations Officer. By his inclusion in the Office of Training the responsibility moved to the Director of Training.

DISCUSSION:

3. Considering that (a) the CIA briefing function is broader in scope than the interest of the Offices under the DD/I; (b) that the present briefing is to a large extent orientation and training; and (c) the Training Office has the specialized facilities and personnel required to administer the activities, it is believed appropriate for the function to continue to be the responsibility of the Director of Training.

4. It is believed in the administration of this program full use should be made of the Strategic Intelligence School and the Naval Intelligence School since:

a. Past experience shows these schools have been willing to adapt their program to meet our needs and the performance has been satisfactory in view of the DD/I and DD/P Offices concerned.

SECRET

Security Information

JUN 9 1952
JUN 4 - 1952
JTK/v

b. Moving such briefing to the Agency would clearly be an indication of our unwillingness to cooperate with a going facility which the Services have established and which they have offered for our use as might best suit our needs. Failure to use these facilities would create ill-will which would not be offset by any special advantage by having these briefings in the Agency.

RECOMMENDATIONS:

5. Arrangements for CIA briefing of outgoing service attaches of the Departments of the Army, Navy, and Air Force shall be the responsibility of the Director of Training.

6. That any gaps that might exist in the present CIA presentation at the Service Schools be filled through appropriate revision of the CIA lectures at the schools or special briefing.


7. This Agency should not utilize briefings as a device to levy requirements since there already exist channels for that purpose.

8. That for the attaches not attending the Strategic Intelligence School or the Naval Intelligence School the Director of Training make appropriate arrangements for such specialized briefings as may be necessary and mutually agreeable.

9. That Regulation ☐ be accordingly revised.

25X1A

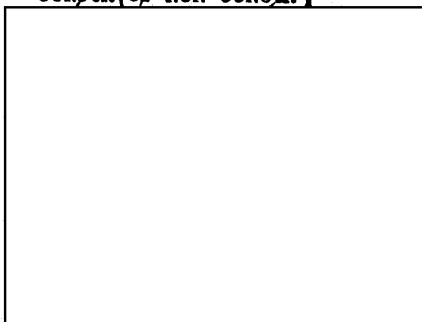
25X1A


JAMES Q. REBER
Assistant Director
Intelligence Coordination

This proposal is concurred in by OCI, ONE, ORR, OSI, OCD, OO, and TSS (DD/P).

CONCUR (or NON-CONCUR)

25X1A



SECRET

Security Information

-2-

6/2
Date

3 June 52
Date

4 June 1952
Date

25X1A

CIA REGULATION ☐ REVISED

BRIEFING OF SERVICE ATTACHES

A. Policy

The Central Intelligence Agency shall brief all outgoing Service Attaches, unless the Service Department concerned considers that their assignments are of a purely administrative nature.

B. Responsibilities

- (1) The Director of Training shall be responsible for:
 - (a) Ascertaining and meeting Agency briefing requirements.
 - (b) Arranging for, conducting, administering and coordinating, as appropriate, Agency briefings.
 - (c) Maintaining liaison with the Service Departments.
 - (d) Arranging special briefings when necessary.
- (2) All Offices of the Agency shall assist the Director of Training in carrying out the responsibilities assigned to him under this Regulation.

C. Place of Briefings

In so far as possible, the facilities of the Strategic Intelligence School and the Naval Intelligence School shall be utilized for Agency briefings.

D. Exception

This Regulation does not apply to or affect the briefing arrangements of Offices under the Deputy Director of Plans.

~~CONFIDENTIAL~~
SECURITY INFORMATION

Chief, Organization and Methods Service

25 January 1952

Director of Training

Revision of CIA Regulation No.

25X1A

It is requested that CIA Regulation No. be rescinded and that the following CIA Regulation No. be incorporated into the Regulations:

25X1A

25X1A

Briefing of Service Attaches

A. Outgoing Service Attaches made available for CIA briefing shall be briefed, in accordance with the combined requirements of the Agency Offices, on CIA responsibilities and intelligence activities.

B. The Director of Training is responsible for:

1. Ascertaining CIA briefing requirements and disseminating briefing notices, setting the time, place, and other appropriate information.

2. Arranging for and conducting the briefing and maintaining necessary liaison with the military services for this purpose.

MATTHEW BAIRD

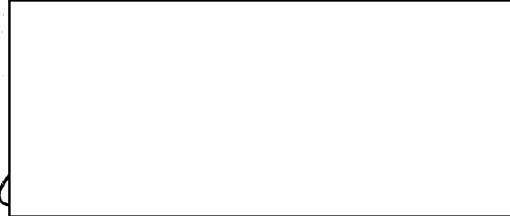
~~CONFIDENTIAL~~

FEB 1 1952

CONCURRENCE SHEET

I do ~~(not)~~ concur in the rescinding of Regulation ☐ Briefing of Service
Attaches.

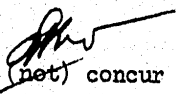


25X1A

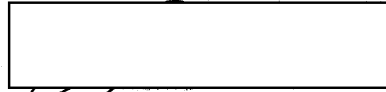


25X1A

SEP 22 1951

CONCURRENCE SHEET

I do ~~(not)~~  concur in the rescinding of Regulation , Briefing of Service  25X1A
Attaches.



25X1A

001 1 1951
00 151

CENTRAL INTELLIGENCE AGENCY REGULATION

25X1A

25X1A Regulation ☐ Briefing of Service Attaches, is hereby rescinded. A new Regulation defining policy for Briefing of Service Attaches will appear at a later date under the Training Series ☐.

25X1

☐ 25X1A

Deputy Division for Management

00